



# The City of Malibu

## Invites Applications for the Position of

### **FINANCE/ACCOUNTING MANAGER**

Salary range: \$80,778 – 100,976 (plus excellent benefits)

Full-time permanent position (subject to probation)

**Completed City of Malibu Employment Application must be submitted to Personnel Services, Malibu City Hall 23815 Stuart Ranch Road, Malibu, CA 90265. This position is open until filled. Fax copies of applications are not accepted. Resumes are not accepted in lieu of application.**

**General Description:** Under general supervision of the Administrative Services Director, the Finance/Accounting Manager organizes and manages the activities of the accounting and finance division within the Administrative Services Department.

**Responsibilities and Duties:** The Finance/Accounting Manager performs complex and technical accounting work for cash control, accounts payables and receivables, and payroll; assists in the planning and coordination of activities in the accounting department; assists in the implementation and administration of fiscal management programs, including budget monitoring, forecasting and collection of revenues; prepares financial reports according to rules and regulations; prepares financial, statistical, budgetary and analytical studies; oversees the accounting department in absence of the Administrative Services Director; maintains purchasing functions by issuing purchase orders and verifying contract documentation; monitors Accounts Receivable and prepares invoices, monitors Accounts Payable; prepares bank reconciliations; assists with audits; provides grant administration and management, including billings and tracking of grants; provides back-up for Accounts Payable and Accounts Receivable functions as needed; prepares accounting spreadsheets, reconciliation and journal entries; assists with cash management and performs other duties as assigned.

#### **Qualifications:**

**Knowledge and skills:** The Finance/Accounting Manager has a working knowledge of operations, services and activities of a municipal accounting program; principles of payroll practices and related State and Federal laws; principles and practices of general, fund, and governmental accounting, including financial statement preparation and methods of financial control and reporting; basic principles of internal control and auditing; basic principles of municipal budget preparation and administration; accounting office practices and procedures; pertinent Federal, State and local laws and regulations and a working knowledge of Microsoft Office software applications.

**Ability to:** Analyze and review financial data and make recommendations; prepare and maintain accurate reports and records; establish and maintain effective working relationships with City staff, elected officials and the public and communicate effectively both verbally and in writing.

**Education and Experience:** Bachelors Degree in accounting, finance, business administration or closely related field; Masters Degree in accounting, finance or business administration is preferred; five (5) years of increasingly responsible government accounting-related experience.

**Licenses and Certifications:** Possession of a valid California Class C driver's license.

